



COPS

COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

COPS Application Forms

www.cops.usdoj.gov

COPS in Schools 2003

Application Forms

Postmark deadline date for COPS in Schools 2003
applications:

June 13, 2003

U.S. Department of Justice
Office of Community Oriented Policing Services
Carl R. Peed, Director
OMB Approval Number: 1103-0027



COPS in Schools 2003

Application Forms

The following application is designed to assist law enforcement agencies seeking to hire new, additional career law enforcement officers as school resource officers to engage in community policing in and around primary and secondary schools.

For more information about COPS grants, call the U.S. Department of Justice Response Center at 800.421.6770.



U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, N.W.
Washington, D.C. 20530

COPS Online: <http://www.cops.usdoj.gov>

Revised April 2003



COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

CIS 2003 Application Checklist

Agencies seeking funding to hire new, additional sworn school resource officers under the COPS in Schools (CIS) grant program must complete the application and accompanying forms. Any additional officer position(s) requested through CIS must be new positions that supplement your agency's budgeted sworn force level. If you have any questions about your application, please contact your COPS Grant Program Specialist at 800.421.6770.

☐ **COPS in Schools 2003 Application Form**

The highest ranking law enforcement and government executives in the jurisdiction must sign the Application Form.

☐ **COPS in Schools Training Requirement**

The highest ranking law enforcement executive and one designated appropriate school official must sign the CIS training requirement.

☐ **Certifications**

The same law enforcement and government executives who signed the CIS Application Form must sign the Certifications.

☐ **Assurances**

The same law enforcement and government executives who signed the CIS Application Form must sign the Assurances.

☐ **Disclosure of Lobbying Forms** (if applicable)

☐ **Retention Plan Certification**

A complete and signed Retention Plan Certification must be submitted at the time of application.

- By signing the Retention Plan Certification, your agency is committing to retain the increased number of officer positions with local (non-COPS) funds for at least one full local budget cycle following the expiration of the 36-month COPS grant funding period for each officer position (please see the Application Instructions on page 17).
- As specifically as possible, the Retention Plan Certification must identify how your agency plans to secure and provide funding to continue the employment of the additional officer position(s) and must identify the anticipated source or sources of funding for the salary and benefits for the retained position(s).
- The Retention Plan Certification must have original signatures of both the law enforcement executive and the government executive. These executives must be the same as the executives who signed the CIS Application Form.

☐ **CIS Budget Information Worksheets**

☐ **COPS in Schools Narrative Addendum** (Separate from MOU)

☐ **Memorandum of Understanding (MOU) Form**

☐ **Additional Partner Information Page**

☐ **Sheriff's, Start-up, and Special Department Questionnaires** (if applicable)

Based on the type of law enforcement agency indicated on page 4 of the application, you must submit the appropriate questionnaire with your Application Package.

Deadline:

**Applications must be
postmarked
on or before
June 13, 2003**

**Remember to send an
original and two copies of all
application materials.**

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Unless otherwise noted, failure to submit all required documentation at the time of application may delay processing and/or result in the denial of your application.

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COPS in Schools 2003 Application Form

Postmark deadline date for COPS in Schools 2003 applications:

June 13, 2003

Applications must be postmarked on or before June 13, 2003 to be considered for Fiscal Year 2003 funding. All grant awards are subject to the availability of funding.

The following application pages and enclosed forms are to be completed by jurisdictions wishing to apply for a COPS in Schools grant to pay for entry-level salaries and benefits of newly hired, additional school resource officers to be deployed to work in and around primary and secondary schools. COPS in Schools funds also may be used to pay for new, additional sworn officers who will take the place of locally-funded veteran officers that your agency deploys as the school resource officer(s) as a direct result of this grant. Each SRO must devote at least 75 percent of his or her time to work in and around primary and secondary schools, in addition to the time that the agency would have devoted in the absence of the CIS grant. *[For additional information, please see examples on page 7 of the Application Instructions.]* By signing this form, your agency understands that the COPS in Schools program grant funds provide a maximum federal contribution of up to \$125,000 per entry-level officer over the three-year grant period, with any remaining costs to be paid with local funds. There are no waivers of the local match under the COPS in Schools grant program. All budget calculations must be based on the salary and fringe benefits of an entry-level officer in your department. ***Note: please submit only one COPS in Schools grant application per law enforcement agency under the COPS in Schools 2003 open solicitation period, regardless of the number of schools or school districts involved in the partnership.***

COPS in Schools funding must be used to hire new, additional school resource officers, over and above the number of sworn officers that your agency would fund with state or local funds in the absence of the grant (including all officers locally budgeted and any officers already assigned to the schools). Your agency may not reduce its state, local, or Bureau of Indian Affairs funded level of sworn officers (including all officers locally budgeted and any officers already assigned to the schools) as a result of applying for or receiving COPS in Schools grant funding. *[For additional information, please see page 15-17 of the Application Instructions]*

In addition to the demographic information collected on the application forms, applicants must also submit the enclosed Memorandum of Understanding (MOU) Form that outlines the roles and responsibilities of the collaborative effort between the law enforcement agency and the primary and/or secondary school(s). The MOU requires the original signatures of the law enforcement executive and appropriate school official(s). In addition, applicants must also submit a separate typed and double-spaced Narrative Addendum on department letterhead to address the four bulleted topics listed on the Narrative Addendum (page 33 included in the Application Forms.)

COPS in Schools grantees are required to retain all additional officer position(s) awarded for a minimum of one full local budget cycle following the expiration of the 36-months of COPS grant funding. The additional officer position(s) must be added to the agency's law enforcement budget with state or local funds for at least one full local budget cycle, above all other locally-funded officer positions (including other school resource officers) that would have existed in the absence of the grant. As a result of this requirement, all COPS in Schools applicants must submit the enclosed Retention Plan Certification. **Failure to submit or accurately complete any of the application materials may adversely affect an agency's eligibility to receive funding.**

Applicant Organization's Legal Name:

The ORI number is assigned to your agency by the FBI for purposes of UCR crime reporting. It begins with your two letter state abbreviation followed by five digits. For further clarification, please refer to the Glossary of Common Grant Terms section of the Application Instructions, page 20.

The EIN number is assigned to your agency by the Internal Revenue Service (IRS) and consists of nine digits. However, if the Office of Justice Programs has assigned your department an EIN number, please use that assigned number. Otherwise, your IRS EIN number should be used. For further clarification, please refer to the Glossary of Common Grant Terms section of the Application Instructions, page 19.

Do not substitute state or local congressional districts. If your agency spans more than one congressional district, please list all of the districts above.

If "yes," the government body should be named in the Applicant Organization's Legal Name space above. For further clarification in determining if this applies to your agency, please refer to the Glossary of Common Grant Terms section of the Application Instructions, page 19.

In the space below, please provide a brief description of your agency's inability to implement this project without federal assistance.

[illegible]

II. Executive Information

The law enforcement and government executives that appear in this section must be those individuals who will have ultimate financial and programmatic authority for this grant. Typically, these are the highest-ranking officials within a jurisdiction (chief of police, sheriff, or equivalent for law enforcement executives, and mayor, city manager, or equivalent for government executives). Listing individuals without financial and programmatic authority for the grant could delay the review of your application, or remove your application from consideration.

Law Enforcement Executive's Name:

Title: _____ Agency Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Type of Police Agency:

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Municipal | <input type="checkbox"/> State | <input type="checkbox"/> County PD |
| <input type="checkbox"/> Sheriff* | <input type="checkbox"/> Tribal | |
| <input type="checkbox"/> School* | <input type="checkbox"/> University/College* (<input type="checkbox"/> Public or <input type="checkbox"/> Private) | |
| <input type="checkbox"/> Public Housing* | <input type="checkbox"/> New Start-Up* (please specify): _____ | |
| <input type="checkbox"/> Other* (please specify): _____ | | |

** Agency types with an asterisk next to them must complete the additional appropriate questionnaire found in this Application Forms, and submit it along with the application.*

Government Executive's Name: _____

Title: _____

Name of Government Entity: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Type of Government Entity:

- ☐ State ☐ City ☐ Town ☐ County
☐ Borough ☐ Township ☐ Territory ☐ Region
☐ Community ☐ Pueblo ☐ Nation ☐ School District
☐ Village ☐ Council
☐ Other (please specify): _____

Contact Information:

Name of contact person in your agency familiar with this grant application:

Title: _____

Telephone: _____ Fax: _____

Email: _____

III. Partner Information

Under the COPS in Schools grant program, applicants must enter into a partnership agreement with an official for a specific school or school district with general educational oversight authority within that jurisdiction. **Please note, you must designate one school official as the school representative under the grant program.**** In the space below, please provide the information for the individual who will be responsible for ensuring that the appropriate school official attends the mandatory COPS in Schools Training. If the proposed project affects an entire school district, then the official with general educational oversight over the entire school district should complete the information below. In addition, this individual will be required to sign the attached *COPS in Schools Training Requirement*.

Name of Partner Agency or School District: _____

School Official Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

***If there are multiple partners involved in this project, please provide the information listed above for each of the partners on the attached "Additional Partner Page" included with this application. However, the legal applicant must decide on one school official to be designated for the purpose of this grant. At the present time, only one school official per grant award will be permitted to attend the CIS Training due to logistical constraints.*

At the time an application is submitted, agencies must include two separate typed documents prepared in cooperation with the partner school(s), or school district(s), involved in the program.

The first document is the Narrative Addendum that outlines the proposed project. *For additional information on this requirement, please refer to page 33 of this Application Form.*

The second document is the Memorandum of Understanding (MOU) form that details the roles and responsibilities of the partners involved in this project. *For additional information on this requirement, please refer to page 35 of this Application Form.*

In addition, the Retention Certification Form outlines your agency's plan to retain all additional officer positions awarded for at least one full local budget cycle following the expiration of COPS grant funding for each COPS-funded officer position must also be submitted. The law enforcement executive and government executive that are listed on page 4 of this Application Form must sign this form.

COPS In Schools Additional Training Condition

****Signatures required****

Please have the Law Enforcement Executive and one designated School Representative sign the attached COPS in Schools Training Requirement on page 9.

All agencies receiving awards through the COPS in Schools program are required to send the officer(s) deployed into the school resource officer position(s) as a result of this grant, and one individual designated as the school representative under the grant program, to one COPS in Schools Training. The COPS Office will reimburse grantees for training, per diem, travel, and lodging costs for attendance of the required participants up to a maximum of \$1,200 per person attending. Agencies that receive a COPS in Schools grant will receive additional training information following notification of the grant award. The training requirement must be completed prior to the end of the 36-months of grant funding for officer positions.

IV. Department Information:

Population served (2000 U.S. Census):* _____

If the population that your agency serves is not represented by U.S. Census figures (e.g., school district police departments), please indicate the size of the population served here: _____

Square miles covered by your agency:* _____

** Exclude the population and square miles primarily served by other law enforcement agencies within your jurisdiction. For example, a sheriff's department must exclude populations and areas covered by a city police department for which the sheriff's department does not have primary law enforcement authority.*

Current budgeted locally funded sworn force strength as of the date of this application:

Full-time officers: _____ Part-time officers: _____

The budgeted locally funded sworn force strength is the number of sworn officers your department has funded in its budget, including state and locally funded vacancies. Do not include unpaid/reserve officers, COPS-funded positions (unless they are in the locally-funded retention period), or detention staff.

Current actual locally funded sworn force strength as of the date of this application:

Full-time officers: _____ Part-time officers: _____

The actual locally funded sworn force strength is the actual number of sworn officers employed by your department as of the date of this application. Do not include vacant state or locally-funded positions, COPS-funded positions (unless they are in the locally-funded retention period), or unpaid/reserve positions.

V. Officer Request Information:**What is the total number of new officer position(s) for which you are now requesting under this COPS in Schools application?**

Full-time: _____ Part-time: _____

Your request should be consistent with your agency's law enforcement needs. Do not request more positions than your agency can support and retain.

***Total amount of federal funds requested for all full-time and part-time officer positions: \$ _____**

***Total amount of non-federal matching funds required (local share, if required):**

\$ _____

** To answer these questions, complete the COPS in Schools 2003 Budget Information Worksheets provided in these Application Forms. The maximum amount of funding available per officer position is \$125,000 (pages 19-31). The difference between \$125,000 and the agency's total cost per officer position is the agency's local match. Please note the attached budget worksheets are to be completed for one officer; as a result, please remember to multiply by the total number of officers requested.*

I understand that prior to any grant award, the applicant must comply with all application and program requirements of the Public Safety Partnership and Community Policing Act of 1994 and other requirements of federal law. In addition, my signature certifies that this application requests funding only for positions that would not be otherwise funded in my agency's budget with state, local or Bureau of Indian Affairs funds.

By signing below, I certify that the information provided on this form and the attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law to the Federal government.

Law Enforcement Executive's Signature:

(Signature of person named in Section II of this form)

Date: _____

Government Executive's Signature:

(Signature of person named in Section II of this form)

Date: _____

School Official's Signature:

(Signature of person named under Section III "Partner Information" as the designated School Representative for this grant program and the required training.)

Date: _____

Please return one original and two copies of all application materials. Please be sure to include all forms as outlined in the CIS 2003 Application Checklist and any additional information necessary to complete this request for grant funding. Completed application forms should be mailed to:

**COPS in Schools Control Desk
U.S. Department of Justice, COPS Office
1100 Vermont Avenue, N.W.
7th floor
Washington, D.C. 20530 (please use 20005 zip code for overnight mail)**

Note: Original signatures are required on the original application to process all funding requests. Faxed copies will NOT be accepted. Applications postmarked after the final application deadline date will not be considered.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

OMB Approval Number: 1103-0027

COPS in Schools Training Requirement

Award recipients of the COPS in Schools grant program are required to attend one COPS in Schools regionally-based training workshop. The Office of Community Oriented Policing Services (COPS) will be the sole provider of this training workshop should your agency receive a COPS in Schools grant. If awarded, this training requirement must be completed prior to the end of your 36-months of grant funding for officer positions.

This training requirement will be a grant condition that requires your agency to send the specific COPS in Schools officer(s) who will be deployed into the school(s) as a direct result of receiving the grant to this training should your agency be awarded. This condition also requires that one representative from the specific school or school district into which the officer(s) will be deployed attend this training along with the COPS in Schools officer(s). The school representative must be an administrator with decision-making authority and be directly involved with the COPS in Schools program. Regardless of the number of schools or school districts involved in this partnership, only one school representative per grant will be permitted to attend the training. The COPS Office will pay for the training, travel, lodging and per diem for the required participants up to a maximum of \$1,200 per participant. Due to space limitations, we regret that non-required participants will not be permitted to attend this training even at their own expense.

Should your agency receive a COPS in Schools grant, information with respect to training opportunities will be forwarded to the law enforcement executive following the official notification of the grant. Failure to comply with this grant condition by not attending the required training, or by sending incorrect personnel to attend training, may result in the withholding of future COPS grants or other federal funding, as well as any other available legal remedies.

By signing this document, the signatory officials indicate their understanding of, and agreement to abide by, this grant condition, which is contingent upon the award of a COPS in Schools grant.

Signature of Law Enforcement Executive

Signature of School Representative

Printed Name of Law Enforcement Executive

Printed Name of School Representative



Certifications

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements Coordination with Affected Agencies.

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 -

A. The applicant certifies that it and its principals:

(i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 -

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

COPS in Schools Application Forms

(c) Any available drug counseling, rehabilitation and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);

(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant.

(vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v) and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a state may elect to make one certification in each federal fiscal year, a copy of which should be included with each application for Department of Justice funding. States and state agencies may elect to use OJP Form 4061/7.

Check ☐ if the state has elected to complete OJP Form 4061/7.

4. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Grantee Agency Name and Address:

Grantee IRS/ Vendor Number:

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Typed Name and Title of Law Enforcement Executive (or Official with Programmatic Authority, as applicable):

Signature:

 Date:

Typed Name and Title of Government Executive (or Official with Financial Authority, as applicable):

Signature:

 Date:

Assurances

Several provisions of federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at (800) 421-6770.

By the applicant's authorized representative's signature, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.

2. It will comply with the provisions of federal law which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.

3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.

4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.

6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of OMB Circulars A-87, A-21, A-122, or the Federal Acquisition Regulations, as applicable (governing cost principles); OMB Circulars A-102 or A-110, as applicable (Uniform Administrative Requirements for Grants and Cooperative Agreements); OMB Circular A-133 (governing audits); the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the current edition of the COPS Grant Monitoring Standards and Guidelines; and with all other applicable program requirements, laws, orders, regulations, or circulars.

7. If applicable, it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.

8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal

funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789(d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.

A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.

B. Grantees that have 50 or more employees and grants over \$500,000 (or over \$1,000,000 in grants over an eighteen-month period), must submit an acceptable Equal Employment Opportunity Plan ("EEOP") or EEOP short form (if grantee is required to submit an EEOP under 28 CFR 42.302), that is approved by the Office of Justice Programs, Office for Civil Rights within 60 days of the award start date. For grants under \$500,000, but over \$25,000, or for grantees with fewer than 50 employees, the grantee must submit an EEOP Certification. (Grantees of less than \$25,000 are not subject to the EEOP requirement.)

9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.

10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.

11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.

13. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.

14. If the awarded grant contains a retention requirement, it will retain the increased officer staffing level and/or the increased officer redeployment level, as applicable, with state or local funds for a minimum of one full local budget cycle following expiration of the grant period.

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Signature of Law Enforcement Executive (or Official with
Programmatic Authority, as applicable)

Date

Signature of Government Executive (or Official with
Financial Authority, as applicable)

Date

Disclosure of Lobbying Activities

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District number, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting registrant identified in item 4 to influence the covered federal action.

(b) Enter the full name(s) of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20530.

Disclosure of Lobbying Activities

Approved by OMB
O348-0046
(as amended)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for instructions and public burden disclosure)

1. Type of Federal Action: _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: _____ a. bid/offer/application b. initial award c. post-award	3. Report Type: _____ a. initial filing b. material change <i>For Material Change Only:</i> Year: _____ Quarter: _____ Date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known:</i> Congressional District (number), if known: _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District (number), if known: _____	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	10. b. Individuals Performing Services (including address if different from No.10a) (last name, first name, MI):	
11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	

Federal Use Only:

Authorized for Local Reproduction, Standard Form - LLL

Updated: February 14, 2002
e02021440



Retention Plan Certification

U.S. Department of Justice
Office of Community Oriented Policing Services (COPS)

Instructions:

All agencies applying for COPS in Schools grant monies to hire additional officer positions must submit this Certification with their application. Please review the COPS retention requirements thoroughly in the “How to Apply” section of the Application Instructions before signing this form. If you have questions, please call the U.S. Department of Justice Response Center at 800.421.6770, and ask to speak with your Grant Program Specialist.

I. COPS in Schools grantees are required to retain all additional officer positions awarded for at least one full local budget cycle following the expiration of COPS grant funding for each COPS-funded officer’s position. The additional officer positions should be added to your agency’s law enforcement budget with state or local funds for at least one full local budget cycle, over and above all other locally-funded officer positions (including other school resource officers) that would have existed regardless of the grant, from the time that the 36-months of grant funding for each COPS position expires. Absorbing COPS in Schools officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

We, _____, certify that we have read and understand the COPS Office retention requirements.
(Applicant’s Legal Name)
Furthermore, we certify that if awarded, our agency plans to comply, in full, with those requirements.

II. Use the space below to explain how your Department currently plans to retain any additional officer position(s) awarded. Please be as specific as possible about the anticipated source(s) of retention funding (General Fund revenues, local ballot item, etc.) your agency plans to utilize. If additional space is needed, please continue your explanation on Department letterhead. **A missing or incomplete response could affect your ability to receive funding.**

III. Law Enforcement Executive

Name: _____
Title: _____
Date: _____
Signature: _____

Government Executive

Name: _____
Title: _____
Date: _____
Signature: _____

(both signatures are required)



COPS in Schools 2003 Budget Information

Applicant Legal Name: _____ ORI Code (Assigned by FBI): _____

This worksheet will assist your agency in properly organizing and estimating your costs and providing the necessary details for financial review. Complete Parts I and III if you are requesting funds for full-time officer positions, Parts II and III if you are requesting part-time officer positions, and all three parts if you are requesting full and part-time officer positions. **Your agency is required to list the entry-level salary and fringe benefits for an officer position within your agency. The maximum federal funding permitted per full-time officer position through the CIS program is \$125,000. All budget figures should be rounded to the nearest whole dollar.**

The budget information you provide will be used to calculate your grant amount. Assistance in completing this information is available from the U.S. Department of Justice Response Center at 800.421.6770.

OMB Approval Number: 1103-0027

Part I: Complete if your agency is requesting full-time officers

Instructions:

Please indicate the Law Enforcement Agency's cost for each of the following categories. Please do not include employee contribution costs.

1. Cost Per Full-Time Officer – Year 1

Current Annual Entry-Level Base Salary \$ _____ % of base salary

Enter the base annual salary that your department currently pays a new, entry-level officer.

Annual Fringe Benefits:

*Please refer to Part III, Question 4.

*Social Security	\$ _____	_____ %
*Medicare	\$ _____	_____ %
Health Insurance	\$ _____	_____ %
Life Insurance	\$ _____	_____ %
Vacation	\$ _____	_____ %
Sick Leave	\$ _____	_____ %
Retirement	\$ _____	_____ %
*Worker's Comp.	\$ _____	_____ %
*Unemployment Ins.	\$ _____	_____ %
Other _____	\$ _____	_____ %
Other _____	\$ _____	_____ %

Cost for Social Security may not exceed 6.2%. If exempt check here ☐

Cost for Medicare may not exceed 1.45%. If exempt check here ☐

Costs toward health insurance coverage; please indicate if

this is for **Family Coverage** ☐ Yes ☐ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually: _____

Sick leave costs, if not included in base salary. # of hours annually: _____

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

Costs of equipment, training, uniforms, vehicles and overtime are not permitted.

Total Fringe Benefits \$ _____

Sum of department's annual fringe benefits for Year 1.

Total Year 1 Salary and Benefits \$ _____

Year 1 base salary plus Year 1 fringe benefits.

2. Cost Per Full-Time Officer – Year 2

Current Annual Entry-Level Base Salary \$ _____ % of base salary

Annual Fringe Benefits:

*Social Security	\$ _____	_____ %
*Medicare	\$ _____	_____ %
Health Insurance	\$ _____	_____ %
Life Insurance	\$ _____	_____ %
Vacation	\$ _____	_____ %
Sick Leave	\$ _____	_____ %
Retirement	\$ _____	_____ %
*Worker's Comp.	\$ _____	_____ %
*Unemployment Ins.	\$ _____	_____ %
Other _____	\$ _____	_____ %
Other _____	\$ _____	_____ %

Total Fringe Benefits

\$ _____

Total Year 2 Salary and Benefits

\$ _____

3. Cost Per Full-Time Officer – Year 3

Current Annual Entry-Level Base Salary \$ _____ % of base salary

Annual Fringe Benefits:

*Social Security	\$ _____	_____ %
*Medicare	\$ _____	_____ %
Health Insurance	\$ _____	_____ %
Life Insurance	\$ _____	_____ %
Vacation	\$ _____	_____ %
Sick Leave	\$ _____	_____ %
Retirement	\$ _____	_____ %
*Worker's Comp.	\$ _____	_____ %
*Unemployment Ins.	\$ _____	_____ %
Other _____	\$ _____	_____ %
Other _____	\$ _____	_____ %

Total Fringe Benefits

\$ _____

Total Year 3 Salary and Benefits

\$ _____

Enter the base annual salary that your department currently pays a new, entry-level officer in the second year of service.

Cost for Social Security may not exceed 6.2%. If exempt check here ☐

Cost for Medicare may not exceed 1.45%. If exempt check here ☐

Costs toward health insurance coverage; please indicate if this is for Family Coverage ☐ Yes ☐ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually: _____

Sick leave costs, if not included in base salary. # of hours annually: _____

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

Costs of equipment, training, uniforms, vehicles and overtime are not permitted.

Sum of department's annual fringe benefits for Year 2.

Year 2 base salary plus Year 2 fringe benefits.

Enter the base annual salary that your department currently pays a new, entry-level officer in the third year of service.

Cost for Social Security may not exceed 6.2%. If exempt check here ☐

Cost for Medicare may not exceed 1.45%. If exempt check here ☐

Costs toward health insurance coverage; please indicate if this is for Family Coverage ☐ Yes ☐ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually: _____

Sick leave costs, if not included in base salary. # of hours annually: _____

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

Costs of equipment, training, uniforms, vehicles and overtime are not permitted.

Sum of department's annual fringe benefits for Year 3.

Year 3 base salary plus Year 3 fringe benefits.

PART II: Complete if your agency is requesting part-time officers

Note: There is a funding cap for part-time officers in proportion to the number of hours worked (e.g., 20 hours/40 hour week = .5 full-time equivalent officer. Part-time federal share cap = 0.5 x \$125,000 (maximum allowed) = \$62,500).

1. **Part-time Hours:** What is the average number of hours per week that your part-time COPS officer will work? _____
How many hours per week is considered full-time employment? _____
What is the average number of hours per year that your part-time COPS officer will work? _____
What is the hourly rate for the part-time COPS officer? _____
Multiply the hourly rate by the average number of hours per year that the part-time COPS officer will work, and enter this amount below on the base salary line (A).

Instructions:

Please indicate the Law Enforcement Agency's cost for each of the following categories. Please do not include employee contribution costs.

2. Cost Per Part-Time Officer – Year 1

Current Annual Entry-Level Base Salary (A) \$ _____ .00 % of base salary Enter the base annual salary that your department currently pays a new, entry-level part-time officer.

Annual Fringe Benefits:

* Please refer to Part III, Question 4.

*Social Security	\$ _____ .00	_____ %	Cost for Social Security may not exceed 6.2%. If exempt check here <input type="checkbox"/>
*Medicare	\$ _____ .00	_____ %	Cost for Medicare may not exceed 1.45%. If exempt check here <input type="checkbox"/>
Health Insurance	\$ _____ .00	_____ %	Costs toward health insurance coverage; please indicate if this is for Family Coverage <input type="checkbox"/> Yes <input type="checkbox"/> No
Life Insurance	\$ _____ .00	_____ %	Costs toward life insurance coverage.
Vacation	\$ _____ .00	_____ %	Vacation costs, if not included in base salary. # of hours annually: _____
Sick Leave	\$ _____ .00	_____ %	Sick leave costs, if not included in base salary. # of hours annually: _____
Retirement	\$ _____ .00	_____ %	Contribution to retirement benefits.
*Worker's Comp.	\$ _____ .00	_____ %	Costs of worker's compensation. (See Part III, Question 4)
*Unemployment Ins.	\$ _____ .00	_____ %	Costs of unemployment insurance. (See Part III, Question 4)
Other _____	\$ _____ .00	_____ %	Costs of equipment, training, uniforms, vehicles and overtime are not permitted.
Other _____	\$ _____ .00	_____ %	

Total Fringe Benefits \$ _____ .00

Total Year 1 Salary and Benefits \$ _____ .00

Sum of department's annual fringe benefits for Year 1.

Year 1 base salary plus Year 1 fringe benefits.

3. Cost Per Part-Time Officer – Year 2

Current Annual Entry-Level Base Salary (A) \$ _____ % of base salary

Annual Fringe Benefits:

*Social Security	\$ _____	%
*Medicare	\$ _____	%
Health Insurance	\$ _____	%
Life Insurance	\$ _____	%
Vacation	\$ _____	%
Sick Leave	\$ _____	%
Retirement	\$ _____	%
*Worker's Comp.	\$ _____	%
*Unemployment Ins.	\$ _____	%
Other _____	\$ _____	%
Other _____	\$ _____	%

Total Fringe Benefits

\$ _____

Total Year 2 Salary and Benefits

\$ _____

4. Cost Per Part-Time Officer – Year 3

Current Annual Entry-Level Base Salary (A) \$ _____ % of base salary

Annual Fringe Benefits:

*Social Security	\$ _____	%
*Medicare	\$ _____	%
Health Insurance	\$ _____	%
Life Insurance	\$ _____	%
Vacation	\$ _____	%
Sick Leave	\$ _____	%
Retirement	\$ _____	%
*Worker's Comp.	\$ _____	%
*Unemployment Ins.	\$ _____	%
Other _____	\$ _____	%
Other _____	\$ _____	%

Total Fringe Benefits

\$ _____

Total Year 3 Salary and Benefits

\$ _____

Applicant Legal Name: _____

Enter the base annual salary that your department currently pays a new, entry-level part-time officer in their second year.

Cost for Social Security may not exceed 6.2%. If exempt check here ☐

Cost for Medicare may not exceed 1.45%. If exempt check here ☐

Costs toward health insurance coverage; please indicate if this

is for **Family Coverage** ☐ Yes ☐ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually: _____

Sick leave costs, if not included in base salary. # of hours annually: _____

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

Costs of equipment, training, uniforms, vehicles and overtime are not permitted.

Sum of department's annual fringe benefits for Year 2.

Year 2 base salary plus Year 2 fringe benefits

Enter the base annual salary that your department currently pays a new, entry-level part-time officer in their third year.

Cost for Social Security may not exceed 6.2%. If exempt check here ☐

Cost for Medicare may not exceed 1.45%. If exempt check here ☐

Costs toward health insurance coverage; please indicate if this

is for **Family Coverage** ☐ Yes ☐ No

Costs toward life insurance coverage.

Vacation costs, if not included in base salary. # of hours annually: _____

Sick leave costs, if not included in base salary. # of hours annually: _____

Contribution to retirement benefits.

Costs of worker's compensation. (See Part III, Question 4)

Costs of unemployment insurance. (See Part III, Question 4)

Costs of equipment, training, uniforms, vehicles and overtime are not permitted.

Sum of department's annual fringe benefits for Year 3.

Year 3 base salary plus Year 3 fringe benefits.

ORI (Assigned by FBI): _____

PART III: Budget Summary (All applicants must complete this section)

After completing Part I and/or Part II of this form, answer the following questions. If necessary, attach an explanation of how you computed salaries and benefits for the worksheet. Be sure to answer **EVERY** question. Missing or erroneous information could significantly delay the review of your agency's COPS in Schools request.

1. If your department's second and third-year costs for salaries and/or fringe benefits are greater than the first year, check the reason(s) why in the space below:

☐ Cost of living adjustment (COLA) ☐ Step raises ☐ Changes in benefit costs ☐ Other (attach an explanation)

2. Many state and municipal agencies that receive federal grants are required to have audits of those grants forwarded to a single federal agency (e.g., Justice, HUD, HHS, Transportation, etc.). Please do not enter state or local auditor information. The single federal agency where such audits are sent is known as your "Cognizant Federal Agency." Please enter the name of your Cognizant Federal Agency (typically the federal agency that provides your department with the most federal funding) in the space provided. If your department does not receive federal funds, enter "U.S. Department of Justice."

3. Starting date of your fiscal year: / / Ending date: / /
Month Day Year Month Day Year

4. *IF NO FUNDS WERE BUDGETED FOR 1) SOCIAL SECURITY, 2) MEDICARE, 3) WORKER'S COMPENSATION, AND/OR 4) UNEMPLOYMENT INSURANCE, YOUR AGENCY MUST PROVIDE AN EXPLANATION FOR EACH OMISSION BELOW:

Applicant Legal Name: _____ ORI (Assigned by FBI): _____

5. Please complete the following 3-year projection, showing how the federal share and your local matching share (if applicable) will change year by year for one officer. If your total 3-year project cost per officer is \$125,000 or less, your agency does not have a local match. However, if your total 3-year project cost per officer is greater than \$125,000, then your agency's local match is the difference between the total project cost and \$125,000. If a local match is required, the federal share for the total salary and benefits must decrease each year leading to full local funding of the grant officer's position at the conclusion of the 36-month grant period. In contrast, your local match must increase each year. The percentage of one officer's salary and benefits paid with federal funds must be less in Year 2 than in Year 1, and more in Year 3 than in Year 2. In contrast, the percentage of total officers' salaries and benefits paid with local funds must be more in Year 2 than in Year 1, and more in Year 3 than in Year 2.

Three-year salary and benefit costs per full-time position	YEAR 1	YEAR 2	YEAR 3	TOTAL – 3 YEARS
Federal Amount				
*The Federal Share may not exceed \$125,000 (Percentage must decrease each year)	\$ _____	\$ _____	\$ _____	\$ _____
Local Amount (if applicable) (Percentage must increase each year)	\$ _____	\$ _____	\$ _____	\$ _____
Total Salary & Benefits (Federal Amount plus Local Amount)	\$ _____	\$ _____	\$ _____	\$ _____

Three-year salary and benefit costs per part-time position	YEAR 1	YEAR 2	YEAR 3	TOTAL – 3 YEARS
Federal Amount				
(Percentage must decrease each year)	\$ _____	\$ _____	\$ _____	\$ _____
Local Amount (if applicable) (Percentage must increase each year)	\$ _____	\$ _____	\$ _____	\$ _____
Total Salary & Benefits (Federal Amount plus Local Amount)	\$ _____	\$ _____	\$ _____	\$ _____

Applicant Legal Name: _____ ORI (Assigned by FBI): _____

Certification and Contact Information for Budget Questions

The undersigned attests to the accuracy of the budget information provided in this worksheet.

I certify that the information provided on this form is true and accurate to the best of my knowledge:

Authorized Official's Typed Name: _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

COPS in Schools Narrative Addendum

(Submissions should not exceed 10 pages. Documentation submitted beyond this limit may not be considered in the review process. Charts/graphs will not count against the 10-page limit.)

Agencies that seek funding under this program are required to submit a separate typed double-spaced Narrative Addendum addressing each of the following four areas. Agencies may provide supporting documentation in the following areas if relevant information is available. **Please do not include any confidential data or reports with your application.** This Narrative Addendum will be taken into consideration during the application review and approval process.

■ **Problem Identification and Justification:**

Problem Identification: Please provide information on current problems occurring in and around the primary and secondary partner school(s) involved in this grant proposal (for example, drug use or gang activity within the schools).

Justification: Documentation such as crime data as it relates specifically to the partner schools, information on gang members in a particular school, the number of suspensions and expulsions related to identified problems, school specific surveys, complaints from the community, etc.

■ **Community Policing Strategies:**

Please provide information on the proposed activities to be performed by the SRO(s) or those in which they plan to participate. Please outline specific examples and provide as much detail as possible. Some strategies may include conflict mediation, mentoring activities, gang mediation, problem solving projects, truancy programs, etc.

■ **Quality and Level of Commitment to the Program:**

Please confirm that the officer(s) employed under this program will be assigned to work in and around primary or secondary schools 75 percent of his or her time, the number of years over which the proposed program will be implemented, and discuss evidence of previous successes in schools or conducting collaborative problem solving with youth in the community. Please also include a description of the impacted or targeted areas, including the number of schools, number of students, and demographic information for the student population.

■ **Link to Organizational Community Policing:**

Agencies that seek funding under this program must provide information on how the community policing strategies proposed for the school resource officer as outlined above will link to the overall organizational community policing strategy of your agency.

Memorandum of Understanding Requirement

Please note: The following information is the minimum amount that is required to fulfill the COPS in Schools Memorandum of Understanding requirement. The COPS Office strongly encourages agencies to work collaboratively with your school or partners to formulate additional information that will help successfully implement the overall school safety plans. Please feel free to provide any additional information that may be pertinent to the grant program or its management.

The COPS in Schools grant program offers law enforcement agencies the opportunity to perform community policing while in school buildings or on school property. SROs who perform their duties in primary or secondary school buildings and/or on school grounds will enhance the services provided to the school population, including students and faculty/staff.

To ensure collaboration between the law enforcement agency and the educational community, all applicants must submit a Memorandum of Understanding (MOU) for the CIS grant program. The MOU is an agreement among parties that defines the roles and responsibilities of the individuals and partners involved, including School Resource Officers (SROs), school officials, law enforcement and education departments, students and parents.

Please complete this MOU form in a cooperative effort to ensure input from all partners involved in the program. If additional space is necessary, please attach additional pages along with this MOU form. If additional documentation is attached, please be sure the information is clearly identified by the appropriate section letter (A., B., C., etc.) and title that the information is meant to answer. **Failure to respond to any of these criteria/questions may delay the processing of your application, and could ultimately result in the denial of your application.** Please type all information.

Agency Legal Name: _____

School Partner(s) Name: _____

Agency ORI: _____

A. Mission Statement

(This statement may already exist within your on-going partnership, or may need to be developed jointly to assist in defining the primary purpose of your partnership, and the differences your mission will make within your community.)

B. Description of General Duties

(This brief description should include proposed programs, daily activities, and/or projects, etc. that the SRO will develop and/or administer. A more detailed description of your community policing strategies is also required to be included in your Narrative Addendum, which will be reviewed independently.)

C. Desired Outcomes

(This information may outline the goals and objectives of your partnership that your agency hopes to achieve should your agency receive a CIS grant.)

****Please provide the name of the agency within your partnership that will be responsible for overseeing the following roles and responsibilities as they pertain to grant requirements and administrative procedures:**

D. Receipt and Disbursement of Grant Funds

(This entity will be responsible for oversight of grant funds to ensure they are used appropriately as outlined by the grant conditions. This must be the legal applicant of the CIS grant.)

(Name of the law enforcement agency or governing jurisdiction that will be responsible for this task.)

E. Programmatic Reporting

(Progress reports are required on a periodic basis, and request information on the status of your program, to include officer hiring, training, and school-related community policing activities performed by your officer(s).)

(Name of the law enforcement agency and/or school partner that will be responsible for this task.)

F. Financial Reporting

(Financial Reports (SF-269) are required on a quarterly basis and outline the amount of monies spent, including federal expenditures, local matching contributions, and the un-obligated balance of the award. This must be conducted by the legal applicant of the CIS grant.)

(Name of the law enforcement agency or governing jurisdiction that will be responsible for this task.)

Please address the following grant program issues:

G. Information Sharing

(This section may address the type and the extent to which information will be shared between the law enforcement agency and school or school district partner(s) throughout the course of the grant. For example, the type of information that the school is permitted/willing to share with law enforcement, as well as information flow from law enforcement to the school partner(s).)

H. Supervision Responsibility and Chain of Command for the SRO

(This section should clearly establish a definitive chain of command for the SRO, including the individual(s) responsible for the supervision of the SRO. With rare exception, this responsibility lies with the law enforcement executive or his/her law enforcement designee.)

I. Decision-Making Authority Regarding Enforcement of Applicable Laws and Procedures by the SRO

(This section outlines the mutual understanding between the law enforcement agency and school or school district partner(s) with regard to the scope of authority of the SRO(s) to enforce state, local, and federal laws.)

J. Evaluation of the Program/Grant Project

(This section identifies the partner(s) responsible for any evaluation of the overall effectiveness of the SRO program.)

The MOU must be signed by both the highest-ranking law enforcement executive and the school official(s) who will have general educational oversight and decision-making authority for this grant program.

My signature certifies that the SROs deployed into the schools as a result of receiving a COPS in Schools grant will spend at least 75 percent of his or her time in and around primary or secondary schools.

Law Enforcement Executive's Signature

Date

School Official's Signature

Date

****If partnering with more than one school or school district, you are required to provide additional signatures.**

School Official's Signature

Date

School Official's Signature

Date

School Official's Signature

Date

School Official's Signature

Date

Additional Partner Information Page (If applicable)

This form is only required if your agency is partnering with schools from more than one school district. If your partnership involves multiple school partners, your agency must provide the attached information for each school district. **This form must be signed by both the school official and the law enforcement executive and returned at the time of application.**

Name of Partner Agency or School District: _____

School Official Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

(Signature of School Official)

Date

(Signature of Law Enforcement Executive)

Date

Sheriff's Department Questionnaire

Please answer the following questions if the legal applicant is a sheriff's department (established or start-up) as defined in the Application Instructions booklet on page 5. Attach additional pages as needed.

1. Do officers have primary law enforcement authority for the population to be served? ☐ Yes ☐ No (check one). If "yes", what is the actual population for which your department has primary law enforcement authority? (In other words, the 2000 Census population minus the incorporated towns and cities that have their own police departments.) If "no", please explain below.

2. Does your agency have primary law enforcement authority over the partner school(s) into which you plan to deploy the SRO? If not, please list the name of the agency that has the primary authority over the school(s).

3. In the space below, please break down the time spent by your entire department on the following types of activities. For example: 50 percent law enforcement duties; 30 percent courthouse/bailiff duties; 20 percent jail duties (total should equal 100 percent).

4. Of the total amount of time spent on law enforcement duties (as indicated in question #2), what percentage of that time is spent specifically on community policing activities?

5. Please briefly describe some of the community policing activities your department participates in and/or coordinates.

If you have questions about applying for officer position(s) under the CIS program, please contact your COPS Grant Program Specialist through the U.S. Department of Justice Response Center at 800.421.6770.

Start-up Department Questionnaire

Please answer the following questions if the legal applicant is a start-up agency (of any type) as defined in the Application Instructions booklet on page 5. Attach additional pages as needed.

1. a. Are any law enforcement services currently provided to your jurisdiction by an existing agency, such as a sheriff's department or a neighboring jurisdiction's police department? ☐ Yes ☐ No (check one).

b. If the answer is yes, what is the name of the other agency, and is it considered a contractual agreement? For additional information on contractual agreements please see page 19 of the Application Instructions.

2. Has your jurisdiction passed an ordinance, law, or other resolution formally establishing a law enforcement agency? ☐ Yes ☐ No (check one). If yes, please attach a copy of this ruling or legislation. Ensure that this legislation is signed and approved by the member(s) of your governing body with the authority to do so. If “no”, your application cannot be funded until a resolution establishing a law enforcement agency has been passed and submitted to the COPS Office.

3. Why is your jurisdiction now creating a start-up agency?

Start-up Department Questionnaire (page 2)

4. Does your jurisdiction have a written community policing plan?
☐ Yes ☐ No (check one). If yes, please include a copy of that plan. If not, please specifically outline the community policing activities currently occurring in and around your primary and secondary schools, or list activities that your agency plans to implement should this grant be awarded.
5. If your jurisdiction is required to contribute a local match (only if your total project for the three-year grant period exceeds \$125,000 per entry-level position), does your agency have funding available for this match?
☐ Yes ☐ No (check one).
If yes, what source of funding does your agency plan to utilize for the local match?
6. Please provide a brief explanation of the following (include supporting documentation if appropriate):
- a. Department budget plan
 - b. Equipment purchase plan (cars, weapons, uniforms, etc.)
 - c. Training plan for the officer(s)
 - d. A timetable for the implementation of these plans

If you have questions about applying for officer position(s) under the CIS program, please contact your COPS Grant Program Specialist through the U.S. Department of Justice Response Center at 800.421.6770.

Special Department Questionnaire

Please answer the following questions if the applicant is a special department (established or start-up) as defined in the Application Instructions booklet on page 5. Attach additional pages as needed.

1. Do officers have primary law enforcement authority for the population to be served? ☐ Yes ☐ No (check one). If not, what is the name of the agency that has primary jurisdiction?

2. What legislation authorizes officers to have police officer status and enforcement authority?

Check all that apply: ☐ State ☐ Local ☐ Both

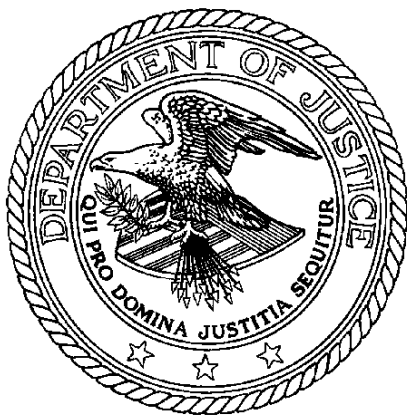
****Important!** Your agency must attach a copy of the legislation documenting your enforcement authority.

3. Do officers have full and unrestricted arrest authority? If not, what are their limitations?

4. Do officers have full powers over the entire jurisdiction? If not, to what area(s) are they restricted? (e.g., parks, campus, etc.)

5. Do officers provide full police services 24 hours a day, 7 days a week? If not, what are their hours?

If you have questions about applying for officer position(s) under the CIS program, please contact your COPS Grant Program Specialist through the U.S. Department of Justice Response Center at 800.421.6770.



FOR MORE INFORMATION:

U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, N.W.
Washington, D.C. 20530

To obtain details on COPS programs, call the
U.S. Department of Justice Response Center at 800.421.6770

Visit COPS Online at the address listed below.

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www.cops.usdoj.gov